



Chapter 7

Other Requirements Related to the Operating Allotment

7.1 Primary Budget Drivers and Workload

Agencies required to submit data to the Caseload Forecast Council or OFM

In accordance with RCW 43.88C, the following agencies are required to submit data on major budget drivers and workload to the Caseload Forecast Council: the Department of Social and Health Services, Department of Corrections, Superintendent of Public Instruction. In accordance with RCW 43.88.160, higher education institutions, School for the Deaf, and the School for the Blind submit data on major budget drivers to OFM.

7.2 Updating and Tracking Performance Measure Data

Update performance measures to reflect final budget funding levels

Agencies should be prepared to update their performance measures to reflect the funding levels of the final adopted 2001-03 budget and any pertinent policy legislation that adds, removes, or changes responsibilities. Performance measure tracking information should be entered into the Budget and Allotment Support System's (BASS) Performance Measure Tracking and Estimate System (PMTES). Instructions for PMTES are available on-line in the system, or in hard-copy form from Art Overman, OFM Accounting Division, at (360) 664-7703. The estimates for the full biennium should be entered in the system and submitted to OFM no later than **September 14, 2001**.

7.2.1 Steps in the Updating Process

Review performance measures and update to new budget levels

- Agencies review the performance measures as published for Governor Locke's budget and update the measures and estimates based upon the 2001-03 budget and any pertinent policy legislation as signed by Governor Locke. These measures, which will be mailed to you by mid-August under separate cover, are contained in Governor Locke's 2001-03 Budget Recommendation Summaries, which can be found at <http://www.ofm.wa.gov/budget01/recsum/contents.htm>. The link to performance measures is at the top of each agency's Recommendation Summary page. Copies of this information for your agency can also be requested from OFM by calling Jacqueline Lew at (360) 902-0553.

Discuss with OFM and Legislative staff for consensus on which measures to publish

- Agencies discuss proposed changes to performance measures with OFM budget assistants and, if appropriate, legislative staff on fiscal or policy committees. While the measures contained in Governor Locke's 2001-03 Budget Recommendation Summaries for the starting point for 2001-03 tracking measures, agencies can propose adding other important measures as well. Agencies and OFM budget assistants need to reach agreement on the revised tracking measures and estimates that will be published by OFM for the 2001-03 Biennium. Performance measures that are not reported to and published by OFM can also be entered into the system, and do not require OFM approval.

Enter data into the PMTES system

- Agencies use the BASS Performance Measure Tracking and Estimate System (PMTES) to enter or fine-tune performance measure descriptions, establish periodic estimates for the measures, and report to OFM quarterly, as applicable, on the actual data for each measure.

Enter 8th quarter data for the current biennium by July 31, 2001

- Do not stop reporting performance measures established for the 1999-01 Biennium. Continue to update them with 8th quarter data, which are due to be entered by July 31, 2001.

7.2.2 General Instructions for Entering Tracking Measures

Consult with OFM staff before adding measures beyond those published in the Governor's budget

- Enter or activate the performance measures to be tracked and submitted to OFM (see Section 7.2.3, below for field settings to activate the measures). These should include the measures published in Governor Locke's 2001-03 Recommendation Summary, as described above. Please confer with your OFM budget assistant before adding measures beyond those published in the Governor's budget.

Consult with OFM staff before removing or revising estimates during the biennium

- For the sake of consistency over time, please do not remove performance measures during the course of the 2001-03 Biennium. Also, do not revise estimates during the biennium without conferring with your OFM budget assistant first.

Enter data during the quarter in which it is available

- The system assumes that actual data will be entered during the quarter when it is available. For example, if data for a given measure will be collected only once per year, the estimate should be put into the quarter in which the data are available to be reported. If there is a time lag between data collection and data availability to the agency, the agency should enter estimated and actual performance measure amounts in the quarter when data are available to the agency. See Section 7.2.4 for approaches in handling lagged performance measure data.

Schedule for Updating and Tracking Performance Measure Data	
Due Date	Activity
July 31, 2001	Enter and release 8 th quarter actuals for the 1999-01 Biennium. Only those agencies with 8 th quarter estimates need to enter 8 th quarter actuals.
August 15, 2001	OFM issues letter to budget officers conveying performance measures to be entered into PMTES and detailed instructions for activating tracking measures in the system.
September 14, 2001	Enter and release tracking measure descriptions and periodic estimates for the 2001-03 Biennium. No actuals due at this time.
January 31, 2002 April 30, 2002 July 31, 2002 October 31, 2002 January 31, 2003 April 30, 2003 July 31, 2003	Enter and release 1st quarter actuals, if applicable, for the 2001-03 Biennium. Enter and release quarterly actuals, as applicable, for the remainder of the 2001-03 Biennium.

7.2.3 Detailed Instructions for Entering Tracking Measures

Performance measure descriptions released to and published by OFM

If a performance measure was originally submitted by the agency to OFM on a B-11 form generated through PMTES, then go to that performance measure's description in PMTES and ensure that the following fields are set to Yes:

- OFM Measure
- Active Measure
- Tracking Measure

If the performance measure was published in the Governor's Recommendation Summary document, but was not submitted on a B-11 form generated through PMTES, then the performance measure description needs to be entered into PMTES, and linked to the appropriate goal. Set field settings as indicated above.

In either case, double-check the performance measure description to ensure that it corresponds exactly to the version published in the Governor's Recommendation Summary document. Any alternative language should be agreed to by the agency's OFM budget assistant.

Performance measure descriptions not released to OFM

In some cases, agencies are interested in tracking certain measures in PMTES that are reported internally within the agency, but not reported to OFM. To ensure that a measure is not submitted to OFM, please go to that performance measure's description in PMTES and ensure that the following fields are set to No:

- OFM Measure

Then set the following fields to Yes:

- Active Measure
- Tracking Measure

**Performance
measure
estimate**

Ensure that the estimates for performance measures correspond to the measurement cycle indicated in the performance measure description section of PMTES. Options include the following:

Measurement Cycle	Eligible Quarters for Entering Estimates
Quarterly	Every quarter
Semiannual	Every other quarter
Annual	Any two quarters, usually Q1/Q5, Q2/Q6, Q3/Q7, or Q4/Q8
Biennial	Any single quarter

Ensure that the quarterly estimates are consistent (though not necessarily identical) with the annual estimates published in the Governor's Recommendation Summary document, or with the new amount(s) agreed to by your OFM budget assistant.

**Performance
measure actual**

Performance measure actuals for the first quarter should be entered (for those measures with estimates in the first quarter) by October 31, 2001.

7.2.4 Approaches to Lagged Performance Measurement Data

- Enter estimates and final-version actuals in the quarter when data are actually available; indicate in "Date of Last Measure" field the date when data were last collected. This is a good approach for lags of one to two quarters.
- Enter estimates in the quarter when services are actually provided, enter preliminary actuals in the quarter when services are actually provided; indicate in the "Comments" field that the data are preliminary. When final data are available, revise the actuals, and indicate in the "Comments" field that data are final and the date when they were revised. This is a good approach for processes involving decentralized data collection where quarterly data are desired by decision makers. Preliminary actuals may or may not include a constantly updated correction factor. If included, such a correction should be disclosed in the footnote or comment field.

- Create a new performance measure that reflects preliminary data at hand only for the reporting quarter. Define the measure clearly in the description and/or footnote. Do not change the actuals retrospectively.
- Report performance measures in terms of ranges, instead of precise numbers. If actuals change, but are within the range, then no change to the actuals is needed. The range could be identified in the measure description or in a footnote.
- Correct the previous quarters' data in subsequent quarters. Disclose the correction factor in the "Comments" field.
- Choose a different performance measure that yields final actuals close to the date when products and services were delivered.
- Consider upgrading data collection and reporting systems and procedures to shorten the time between delivery of products and services and the reporting of final, complete performance measure actuals.

7.2.5 Common Mistakes in Entering Performance Measure Descriptions and Amounts

- Not updating and submitting tracking measures for the 1999-01 Biennium.
- Spelling errors. While the PMTES includes a spell-check function in the comments portion of the system, agencies should carefully check other aspects of each data entry for spelling.
- Changing estimates, actuals, and descriptions without consulting the agency's OFM budget assistant.
- Omitting important formatting, such as dollar signs, percentage signs, and commas.
- Converting all budget-related performance measures (submitted to OFM in 2000 on the B-11 form) to tracking measures, rather than just the key measures published in the Governor's 2001-03 Budget Recommendation Summaries.

7.3 Updating the Agency Activity Inventory

**Submit updated
agency activity
inventory to OFM
by August 31**



The Agency Activity Inventory is a document that continues to be requested by Legislative members and staff as a description of specific agency services. Agencies are asked to provide to OFM, no later than August 31, 2001, an updated version of the activity inventory for the enacted 2001-03 budget. Agencies should also include any unanticipated receipts that have been approved for the month of July 2001. Copies of the current activity inventory for each agency can be accessed on the OFM website, at <http://www.ofm.wa.gov/activity/contents.htm>. Specific instructions for updating the inventory will be sent to agencies in a separate memorandum at the end of July.